

October 7, 2005

NOTICE OF OPEN POSITION

The Association of Bay Area Governments is recruiting to develop a selection list for the grant-funded position of Environmental Specialist (P2, Step A-B), Job #05-151. Position will be filled at Step A. If hired at Step A, upon satisfactory completion of six months probation, successful candidate will be promoted to Step B. Position will remain open until filled.

ENVIRONMENTAL SPECIALIST (P2, Step A-B)

POSITION SUMMARY:

Grant-funded full-time position (12 months). Under supervision, the Environmental Specialist will perform professional office work for the San Francisco Estuary Project, a cooperative environmental management program of ABAG, U.S. EPA, and the State of California. The incumbent will assist the Estuary Project with implementing its Comprehensive Conservation and Management Plan and work closely with staff from the San Francisco Bay Regional Water Quality Control Board, the Estuary Project, and the Clean Estuary Partnership, which includes representatives of Bay Area wastewater and storm water pollution prevention programs.

The primary responsibility of the incumbent will be to assist in the development of Amendments to the San Francisco Bay Water Quality Control Plan (Basin Plan) for Total Maximum Daily Load (TMDL) projects and Site-Specific Water Quality Objectives for the San Francisco Bay Estuary. Specific duties include management of timelines for public notices, internal review of work products, dissemination of work products, and maintenance of the administrative records for Basin Plan amendments.

QUALIFICATIONS:

- Working understanding of clean water regulations and public processes
- Attention to procedure, project management and scheduling
- Ability to work with others and furnish products in a timely manner
- Diligence and diplomacy in keeping others to their work commitments
- Requires MS Office (Word and Excel), data processing and other computer application skills
- Experience developing environmental documents such as Environmental Impact Reports and Negative Declarations is highly desirable

EDUCATION

A Bachelor's degree with significant course work in environmental planning, environmental toxicology, environmental engineering, environmental economics, and/or science degree such as geology, hydrology or ecology. A Master's degree is highly preferred.

ADDITIONAL INFORMATION

Work location is at the San Francisco Bay Regional Water Quality Control Board in downtown Oakland. For additional information on ABAG visit www.abag.ca.gov

COMPENSATION AND BENEFITS

Salary: \$4,324 - \$4,522 per month

Pension: Employer Paid PERS 2.5% @ 55

Deferred Compensation: STARS 457 Retirement Plan

Health and Dental: Dental: Dental Insurance and choice of three HMO and two PPO Plans

Life Insurance: ABAG Paid coverage equal to 2 times annual salary

Other Benefits: Public Transit Vouchers and pre-tax options for eligible health care and dependent care expenses

Vacation, Sick Leave, Holidays: Competitive leave package including 11 paid holidays and 3 floating holidays annually

APPLICATION AND SELECTION PROCESS

Please submit a cover letter, resume, and employment application to:

ABAG H.R. 05-151
P.O. Box 2050
Oakland, CA 94604-2050

AN AGENCY APPLICATION IS REQUIRED AND MAY BE OBTAINED AT www.abag.ca.gov/jobs.html OR BY SENDING A SELF-ADDRESSED, STAMPED ENVELOPE TO ABAG-H.R. 05-151, P.O. BOX 2050, OAKLAND, CA 94604-2050. FOR INFO CALL 510/464-8496. POSITION IS OPEN UNTIL FILLED AND MAY BE CLOSED AT ANY TIME. ABAG IS AN EQUAL OPPORTUNITY EMPLOYER. QUALIFIED DISABLED INDIVIDUALS ARE PROTECTED AGAINST DISCRIMINATION.